

DEPARTMENT: Legal

REPORTS TO: City Attorney

SUPERVISES: May provide lead direction to support staff.

DEFINITION

Provides professional legal services to staff and officials of the City; provides legal advice, drafts legal documents, and represents the City in court.

ESSENTIAL JOB FUNCTIONS-- (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Advises Council, Mayor, City Manager and other City staff on legal matters .

Conducts legal research and prepares written opinions and other documents.

Drafts legal opinions, agreements, findings, ordinances, orders, and other legal documents.

Reviews and interprets contracts, real property instruments, plans, and other legal documents; reviews staff reports prior to public hearings.

Represents and defends the City and its officers and employees in legal actions and administrative proceedings. Writes briefs, negotiates settlements, and makes oral presentations.

Remains current on legal developments and procedures applicable to areas of assignment; informs City staff and officials of significant changes.

OTHER JOB FUNCTIONS

Develops and maintains systems and records that provide for proper documentation of assigned activities.

Assists in training office staff.

Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are primarily performed in an office environment and may require travel to meetings and court.

QUALIFICATIONS:Knowledge of:

- Principles and procedures of local government, administrative, land use, real property, tort, and contract law.
- Current trends, and developments in assigned areas.
- Laws, rules, and regulations applicable to assigned areas.
- Court procedures and rules of evidence.
- Methods of legal research.

Ability to:

- Analyze and evaluate complex issues and organize, interpret, and apply legal principles.
- Establish and maintain effective working relationships with City staff and officials.
- Conduct legal research and review and prepare legal documents.
- Effectively represent the City in court and at administrative hearings.
- Communicate effectively, both orally and in writing.
- Physical ability to perform the essential job functions.

Education and Experience --

Graduation from an accredited law school and three years experience in governmental law.

Licenses, certificates, or Other Requirements

Valid driver's license.

Member in good standing in the Oregon State Bar.